

City of Milwaukee
Summer Youth Internship Program
Team Leader

Cover Letter and Resume should be submitted by April 21, 2006 and mailed to:

Danielle Luer, Program Coordinator
Summer Youth Internship Program
Milwaukee Department of City Development
809 N. Broadway, Milwaukee, WI 53201

- Job Title:** Team Leader
- Pay Rate:** \$12.47 per hour, approx. 20-25 hours per week, 9 weeks.
- Program Dates:** Team Leaders must be available June 15th -August 15th, with limited work opportunities beginning May 15th.
- General Responsibilities:** Under the supervision of the Program Coordinator, Team Leaders are responsible for approximately 12-15 high-school-aged interns in the Milwaukee Summer Youth Internship Program (SYIP). Team Leaders work as mentors and educators, guiding youths through their first working experiences. This may include driving to various worksites throughout the City of Milwaukee
- Major Duties:**
1. Work as a liaison between interns and department supervisors, serving as a representative of SYIP.
 2. Maintain documentation of youth attendance.
 3. Establish a relationship with parents and interns. (i.e. resolve transportation issues, answer questions and concerns.)
 4. Report student progress to Program Coordinator.
 5. Facilitate weekly team meetings, including discussions about issues of concern to interns.
 6. Assist in weekly "Education Day" programming.
- Required Knowledge, Skills, and Abilities:** Knowledge of youth issues and concerns; ability to lead discussions and speak in front of large groups; good interpersonal communication skills; ability to write clearly and maintain organized weekly progress reports; must have a valid driver's license and access to an insured vehicle.
- Qualifications:** High School Diploma (prior to 2003) with upper level university coursework in secondary education or child psychology; experience working with diverse youths and young adults. All applicants must be City of Milwaukee residents and pass pre-employment drug screening.

More information about SYIP is available at www.mkedcd.org/syipprogram